

Wisconsin Dept. of Revenue Electronic Real Estate Transfer Return - eRETR

Use eRETR
How to submit a eRETR Receipt

Wisconsin Dept. of Revenue's Real Estate Transfer Web Page

<http://www.dor.state.wi.us/ust/retn.html>

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Real Estate Transfer

Section 77.22(1) of the Wisconsin Statutes provides that "...submission of a completed real estate transfer return and collection by the register of the fee shall be prerequisites to acceptance of the conveyance for recording." All information on the transfer return is useful to the local assessor, other municipal and county officials and staff of the Department of Revenue who have a statutory responsibility in the administration of Wisconsin tax laws.

Electronic Real Estate Transfer Return (eRETR) [Workshops](#)



Filers

Online:	Paper:
<ul style="list-style-type: none">• Use eRETR (electronic Real Estate Transfer Return) Begin a new return or restore a saved file.• eRETR Instructions• View filed eRETR (need Receipt No., Value & Name)• File amended PE-500x for eRETR correction or refund of recorded documents Instructions	<ul style="list-style-type: none">• To obtain the paper Form PE-500 either:<ul style="list-style-type: none">• call (608) 266-1961• make a request online• contact a Register of Deeds Office• Instructions (PE-500a) for the paper Real Estate Transfer Return (06/05)• File amended PE-500x for Return correction or refund of recorded documents Instruction

Government

Online:	Paper:
<ul style="list-style-type: none">• eRETR Government Officials web site - to view or process eRETR• Treasurer's Transmittal Spreadsheet (Form P-520) (Excel format)• Pay by EFT• Register for EFT payment method• eRETR Register of Deeds Criteria for a completed eRETR Receipt• WVAMS (Web Access Management System) information Sign-up	<ul style="list-style-type: none">• Form P-520 -- Treasurer's Transmittal (11/04) Fill-In Form• Pay by EFT• Register for EFT payment method• Criteria for a Completed Real Estate Transfer Return

Resources

<ul style="list-style-type: none">• eRETR Training/Help -- How to for Filers and Governmental Officials• Directly send and receive RETR data via eRETR Web Services• eRETR Project• Newsletters• Summary of County Real Estate Transfer Returns Collections: 2005 2004 2003 2002 2001 2000	<ul style="list-style-type: none">• Chapter 77, Real Estate Transfer Statutes• Tax 15, Wis. Adm. Code: The Transfer Fee Administrative Tax Code• County Register of Deeds addresses, telephone numbers and other information• Department of Commerce Rental Weatherization Program• Department of Natural Resources Forest Crop Law (FCL) and Managed Forest Law (MFL)
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Due to changes in the **free Adobe Reader**, you may need to **upgrade** to the [current version offered](#) to accurately view/print documents. [Need Help?](#)

FOR MORE INFORMATION PLEASE CONTACT:

WISCONSIN DEPARTMENT OF REVENUE
Bureau of Property Tax
Equalization Section
P.O. Box 8971 MS 6-97
Madison, WI 53708-8971
Phone: (608) 266-2149
Fax: (608) 264-6897
[E-Mail Additional Questions](#)

4/25/06

eRETR Welcome Page

Electronic Real Estate Transfer Return

Department of Revenue

Remaining time: 29:23

To submit a real estate transfer return, press the "START" button, found below, and complete the information on the pages that follow. When you're finished, press the "Submit" button and print your receipt.

First time users should read the System Overview found [here](#).

To use eRETR you must have a printer. (The printer is used to print the RETR receipt you receive after pressing "Submit".)

To begin: Start Filing



START

Sources of Information

Instructions for all the "buttons" and procedures of the system.

Detailed eRETR Instructions.

Link back to Transfer web page

- [System Overview](#) provides overview information about electronically submitting Real Estate Transfer Returns. First time users should read the System Overview.
- [Field-level Help](#) provides detailed instructions about answering the questions on the electronic real estate transfer return.
- [Real Estate Transfer](#) provides further assistance and contact information.

New Features as of April 3, 2006

- "File/FILE" button renamed to "Submit/SUBMIT".
- "Compute/Edit" button renamed to "Update"

System Maintenance

The system maintenance window is daily between 5 - 7:30 am. Outages and difficulties may be experienced during this time frame. If you experience problems using eRETR, please verify that use is outside of the hours of 5 - 7:30 am before reporting problems.

eRETR Selection Page

Electronic Real Estate Transfer Return **Department of Revenue**

Remaining time: 29:22

eRETR - County

In what county is the property located?

[Instructions](#)

Wisconsin
DOR

Restore Saved Information:
To complete or correct a saved file:
See savefile and restorefile at eRETR
Training/Help
<http://www.dor.state.wi.us/eretr/training/index.html>

For a "new" return: Select county
where property is located and
click "Next"

eRETR 1st Page after “Next” button

All the navigation “buttons” are the same on top and bottom of each section

The asterisks in each section indicates that that section has not been “visited” or there is an error. Go to that section and click on the stop sign for help.

The “**Submit**” button is red until eRETR is fully completed then it becomes green allowing the data to be submitted.

Click on the Light Bulbs for instructions for that line.
When a stop sign appears, click on it for help in solving the error

Previous Grants Next Update Add Form Quit Delete Form Submit Save

Grants

- *Grantees
- *Parcels
- *Legal description
- *Physical description
- *Transfer
- *Financing
- *Weatherization
- *Fee computation
- *Agent and preparer
- *Summary

eRETR - Grants

Grantor

Grantor type
Individual

Explain if Other is selected

Individual information

Last name First name Middle initial

Social security number

Grantor address
(where grantor can be reached in the future)

Street number Street name or P.O. Box

Add/Delete

These sections **require all** Grantors, Grantees and Parcels that are on the document being recorded be listed on the return. This is required and the Register of Deeds **will reject** any Receipt that does not list all of them.

By pressing the “Add” button, a new input is inserted below the existing one. All fields must be completed for each. If too many inputs were added, use the “Delete” button for that entry. CAUTION: if on a valid entry and delete is clicked, that entry will be deleted and not the extra one.

The screenshot displays the eRETR application interface, which is organized into three stacked sections: Grantors, Grantee, and Parcel. Each section has a header bar with navigation and action buttons: Previous, a dropdown menu (Grantors, Grantees, or Parcels), Next, Update, Add Form, Quit, Delete Form, a green SUBMIT button, and a Save button.

Grantor Section: The title is "Grantor". On the left, there are "Add grantor" and "Delete grantor" buttons. The main area has a "Grantor type" label and a dropdown menu currently set to "Limited Liability Company".

Grantee Section: The title is "Grantee". On the left, there are "Add grantee" and "Delete grantee" buttons. The main area has a "Grantee type" label and a dropdown menu currently set to "Individual". Below this, there is a small text prompt: "Explain if Other is selected".

Parcel Section: The title is "Parcel". On the left, there are "Add parcel" and "Delete parcel" buttons. The main area has a "County:" label with a lightbulb icon and the text "LANGLADE". Below this, there are radio buttons for "All of" (selected) and "Part of", followed by a dropdown menu set to "ANTIGO, CITY OF" and a text field for "parcel number" containing "201-4444" with a lightbulb icon. At the bottom, there is a question: "Will parcel be the **primary residence** of grantee?" with a lightbulb icon.

Arrows from the text on the left point to the "Add" buttons in each of the three sections.

Parcel Section

Add if more than one parcel
See Screen 6 Add/Delete

Select the municipality property is located in.
Select "All of" or "Part of" (if split).

Enter parcel number

Click on "Light Bulb" for format

Primary Residence: Click "Light Bulb" for definition

Street Address: Click "Light Bulb" for definition

Enter Section Township Range (E or W).

Legal Section must be completed

OR

Enter Subdivision/Condo Lot/Unit Block.

Legal Section can be omitted

Legal Section

New window opens up

Choose a county:

Adams	Dane	Iowa	Marathon	Polk	Taylor
Ashland	Dodge	Iron	Marquette	Portage	Traverse
Barron	Door	Jackson	Menominee	Price	Vernon
Bayfield	Douglas	Jefferson	Monroe	Richland	Vilas
Brown	Dunn	Juneau	Oconto	Rusk	Walworth
Buffalo	Eau Claire	Kenosha	Oneida	Saint Croix	Washington
Burnett	Florence	Kewaunee	Outagamie	Sauk	Waukesha
Calumet	Fond Du Lac	La Crosse	Ozaukee	Sawyer	Waupaca
Chippewa	Forest	Lafayette	Pepin	Shawano	Waushara
Clark	Grant	Langlade	Pierce	Sheboygan	Winnebago
Columbia	Green	Lincoln			Wood
Crawford	Green Lake	Manitowoc			

Adams

Adams county parcel numbers follow the format "prefix-number". The prefix is determined by the municipality followed by a hyphen. This format is two numeric digit municipal code, hyphen, five numeric digits, hyphen, four numeric digits. (NOTE: if no last four digits, use

Tax Bill: Two methods of listing Tax Bill address

Grantee Section: Grantee to receive Tax Bill

Previous Grantees Next Update Add Form Quit Delete Form Submit Save

Add grantee Delete grantee

Grantee

Grantee type
Individual
Explain if Other is selected

Individual information

Last name First name
Reppen Russel

Social Security Number
999999999

Grantee address

Street number Street name or P.O. Box
2135 Rimrock

City State ZIP Code
Madison Wisconsin 53708

Phone number Email

Tax Bill Address
☒ Click here to use this grantee's address as the tax bill mailing address

Previous Grantees Next Update Add Form Quit Delete Form Submit Save

Tax bill mailing address

Transfer Section looks like this

Grantee box checked for mailing tax bill.

Previous Transfer Next Update Add Form Quit Delete Form SUBMIT Save

Summary Section looks like this

Grantee: Name, SS # / EFIN, Address, Phone Number
Russel Reppen, 999999999, 2135 Rimrock, Madison, Wisconsin 53708, (Tax Bill Address)

Grantees' assertions

Will parcel be the primary residence of grantee for the purpose of claiming the Lottery & Gaming Credit: Yes

Is the property subject to Residential Rental Weatherization Standards: Yes

Weatherization Exclusion Code: No exclusion

Penalties for improperly claiming the Lottery & Gaming Credit as Primary Residence are imposed per Chapter tax 20.19. Penalties relating to Weatherization claims are imposed per s. 101.122 Stats. For more information on weatherization see Chapter COMM, s. 67.03 and 67.04.

Grantees' agent: Name, Address, Phone Number, Email
... Wisconsin ...

Transfer Section: Someone other than Grantee to receive Tax Bill

Previous *Transfer Next Update Add Form Quit Delete Form Submit Save

Transfer

Check all types that apply to this transfer

☒ Sale
☐ Deed in satisfaction of land contract
☐ Exchange
☐ Gift
☐ Other

Explain if Other is selected.

Conveyance

Conveyance date (mm/dd/yyyy)
01/11/2006

Conveyance document type
Warranty/Condo Deed

Explain if Other is selected.

Tax bill mailing address

Last name / Entity name First name Middle initial
Reppen Russel

Street number Street name or P.O. Box
2135 Rimrock

City State ZIP Code
Madison Wisconsin 53527

Previous Transfer Next Update Add Form Quit Delete Form SUBMIT Save

Summary Section looks like this

Transfer: Conveyance date:
01/11/2006

Tax Bill: Send tax bill to:
Russel Reppen, 2135 Rimrock, Madison, Wisconsin 53527

Previous Summary Next Update Add Form Quit Delete Form SUBMIT Save

Summary Page A/K/A the “Title Company Worksheet”

The Summary page contains all the critical data of the transfer return. This page may be taken to closing to have the Grantor and Grantee verify the data. Note the responsibilities of the Grantor and Grantee. If data is missing, that information may be written on the page and then restore the saved file and complete the return. This is NOT submitted to the Register of Deeds. To print, set print margins to .25 or less.

If you notice an error, simply go back to that section and make correction.

The **Submit** button will turn green once all required fields are completed. You can **Submit** from any section of the eRETR and also save. If you want to save the file, it is recommended you save before **Submit**. See Screen 10.

Previous | Summary | Next | Update | Add Form | Quit | Delete Form | SUBMIT | Save

eRETR - Summary

Parcel numbers:
201-4444,

Grantor: Name, SS # / FEIN, Address, Phone Number
DOR, LLC, 999999999, 2135 Rimrock, Madison, Wisconsin 53708, 608-266-1594 |

Grantors' assertions

Total value of real estate transferred:	\$1000000
Value subject to fee:	\$1000000
Transfer fee due (based on value subject to fee):	\$3000.00
Transfer Fee Exemption Number:	No exemption

Penalties for use of an improper Transfer Fee Exemption Number are imposed per s.77.26(8), Stats. Penalties for falsifying the Total Value of Real Estate Transferred are imposed per s.77.27, Stats.

Grantors' agent: Name, Address, Phone Number, Email
Russel Reppen, 2135 Rimrock, Madison, Wisconsin 53708, 608-266-1594, rreppen@dor.state.wi.us

Grantee: Name, SS # / FEIN, Address, Phone Number
Russel Reppen, 999999999, 2135 Rimrock, Madison, Wisconsin 53708, , (Tax Bill Address) |

Grantees' assertions

Will parcel be the primary residence of grantee for the purpose of claiming the Lottery & Gaming Credit:	Yes
Is the property subject to Residential Rental Weatherization Standards:	Yes
Weatherization Exclusion Code:	No exclusion

Penalties for improperly claiming the Lottery & Gaming Credit as Primary Residence are imposed per Chapter tax 20.19. Penalties relating to Weatherization claims are imposed per s. 101.122 Stats. For more information on weatherization see Chapter COMM, s. 67.03 and 67.04.

Grantees' agent: Name, Address, Phone Number, Email
 , , , Wisconsin , ,

Transfer: Conveyance date:
01/11/2006

Previous | Summary | Next | Update | Add Form | Quit | Delete Form | SUBMIT | Save

Confirmation screen after clicking “Submit” button on any eRETR section

Item 1: Print Receipt

REQUIRED!

View and print receipt.

The Receipt is required to send to the Register of Deeds with the deed being recorded.

Write down the Receipt number on the Summary page if printed

Your Real Estate Transfer Return has been submitted but the transfer has not been recorded.

1. **Immediately print the receipt page found [here](#)**
The receipt includes instructions explaining how to have the transfer recorded.
2. **Save a copy of the return by clicking [here](#)**
Saving the return allows you to make changes and resubmit before you have the transfer recorded. For information on using the saved version, read the System Overview section found [here](#).
3. Click [here](#) to view the return

Receipt number is: MXZO

Close

Wisconsin
DOR

REQUIRED!

Print Receipt

This Receipt is required to be sent to the Register of Deeds with the deed for recording. Address and necessary documents are listed.

For what ever reason you can not print at this point, write down the Receipt number and go to the Transfer Fee web site and click on: [View filed eRETR](#) under Filers. Enter Receipt number, value and last name of grantor or grantee and you will get the Receipt for printing.

Receipt opens in new window

Electronic Real Estate Transfer Return

Department of Revenue

WISCONSIN DEPARTMENT OF REVENUE

INSTRUCTIONS

1. Grantors and grantees must review this receipt, noting grantor and grantee responsibilities.
2. Mail or deliver the following items to:
Langlade County Register of Deeds, 800 CLERMONT ST, ANTIGO, WI 54409-1985
 - This receipt page, along with a transfer fee of \$3,000.00.
 - The deed or instrument of conveyance, along with a recording fee of \$11.00 for the first page and \$2.00 for each additional page.
 - Either the weatherization Certificate of Compliance, Stipulation or Waiver form*

To view the details of the real estate transfer return online, go to <https://test.dor.state.wi.us/RETRWebPublic/application>. You will need to know the receipt number, the total value of the real estate transferred, and the last name of one grantor or grantee.

Receipt MXZO. Filed on April 12, 2006 at 9:58 AM.			
Value transferred	\$1,000,000	Transfer fee	\$3,000.00
Value subject to fee	\$1,000,000	Fee exemption number	
Grantors	DOR, LLC		

Confirmation screen after clicking "Submit" button on any eRETR section

Item 2: Save a copy

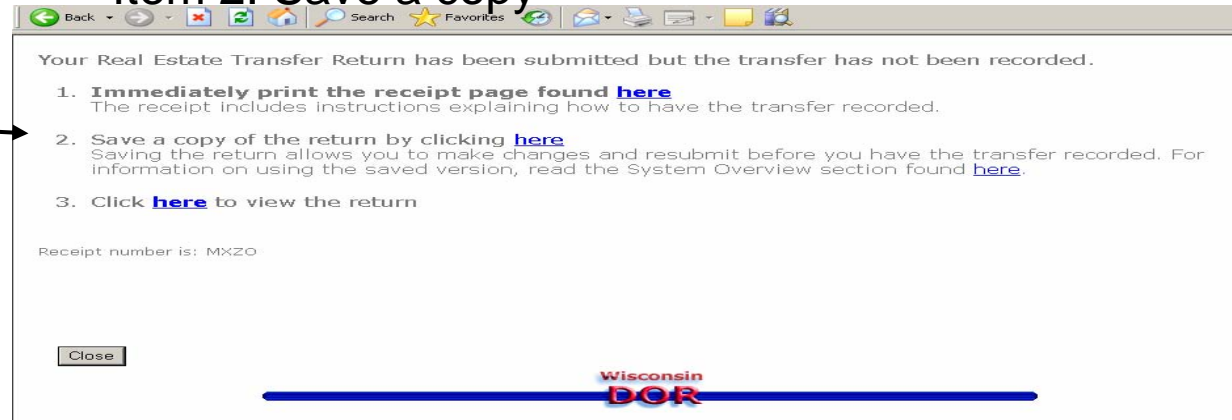
Recommended!

Save copy of file.

The saved file will allow you to restore the data if you discover an error when the Receipt and Return are reviewed.

(See savefile.ppt and restorefile.ppt)

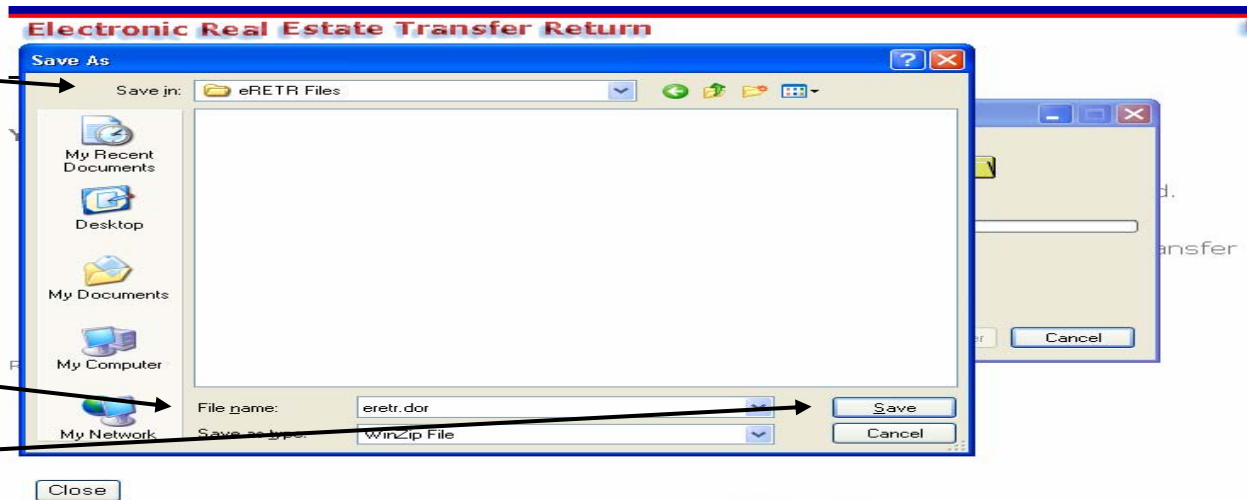
A new window opens up



1. Choose location to save file

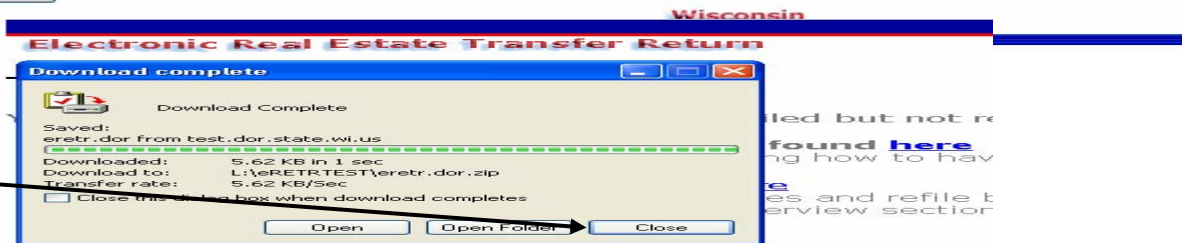
2. Name file

3. Save file



A new window opens up

4. Close



Confirmation Screen after clicking “Submit” button on eRETR

Item 3: View Return

Your Real Estate Transfer Return has been submitted but the transfer has not been recorded.

1. **Immediately print the receipt page found [here](#)**
The receipt includes instructions explaining how to have the transfer recorded.
2. **Save a copy of the return by clicking [here](#)**
Saving the return allows you to make changes and resubmit before you have the transfer recorded. For information on using the saved version, read the System Overview section found [here](#).
3. Click [here](#) to view the return

Receipt number is: MXZO

[Close](#)

Wisconsin
DOR

View and print the eRETR return
(Opens new window)

A new window opens up

eRETR Public View—Return Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://test.dor.state.wi.us/RETRWebPublic/ReceiptDetail?a=dWMdjbGngZ2TgUu1FW8b=S0CzfkUNSKaR&c=sYXgs1XDxUVXnYQUY69HKdUd5&d=>

Electronic Real Estate Transfer Return Department of Revenue

Grantors	Tax bill
Grantees	Transfer
Property transferred	Physical description
Fee computation	Agents and preparer
	Energy

Return was filed on 08-19-2005 with receipt number LXM3.
Return has not been recorded by the county register of deeds.
This return was filed electronically.

Grantors

DOR (Other)

Address:	123 Rimrock, Madison, Wisconsin 53708
Phone:	608-266-1594
Email:	rreppen@dor.state.wi.us
Relationship with some grantee is:	None
Grantor is:	Other ()
Ownership interest transferred:	Full
Grantor retains the right:	None

Print eRETR

This is the transfer return.
Print and keep a copy
for your records.

- This is the entire transfer return information that was entered in eRETR.
- Due to space limitations, the entire return is not shown.

Close Button

BE SURE TO SAVE FILE AND PRINT RECEIPT BEFORE CLOSING!

You must have the Receipt to record the conveyance document. If it is not saved and printed, you will have to enter all the data again.

Electronic Real Estate Transfer Return	Department of Revenue
Remaining time: <input type="text" value="30:00"/>	

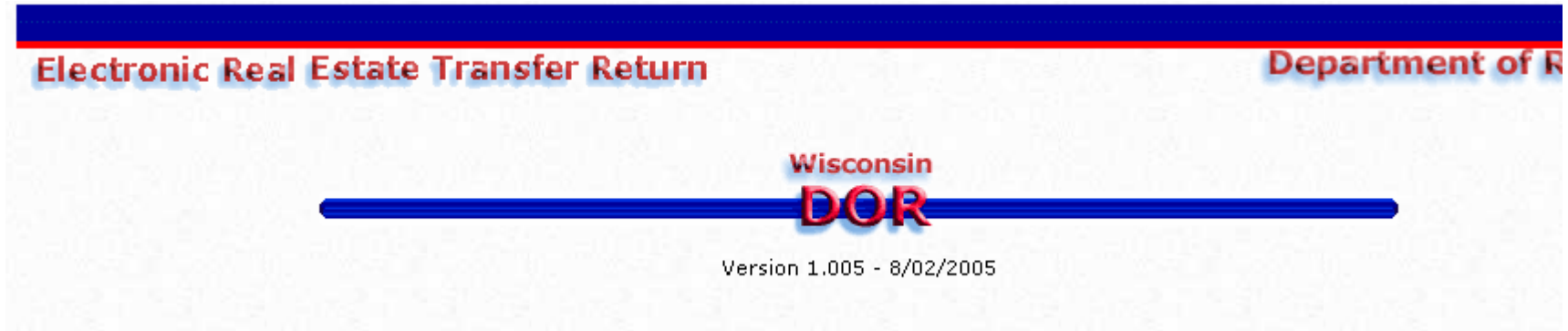
Your Real Estate Transfer Return has been filed but not recorded.

1. **Immediately print the receipt page found [here](#)**
The receipt includes instructions explaining how to have the transfer recorded.
2. **Save a copy of the filing by clicking [here](#)**
Saving the file allows you to make changes and refile before you have the transfer recorded. For information on using the saved file, read the System Overview section found [here](#).
3. Click [here](#) to view the return

Receipt number is: LXM3



Screen after Close button is clicked



To enter another return, go to the Real Estate Transfer web site:
<http://www.dor.state.wi.us/ust/retn.html>